



The Caroline County Health Department

INVITATION TO BID

SOLICITATION NO. **CCHD-MATC-2016**

Issue Date: April 29, 2016

Mobility Coach

NOTICE

A Prospective Bidder that has received this document from the **Caroline County Health Department's** website or <https://emaryland.buyspeed.com/bsol/>, or that has received this document from a source other than the Procurement Officer, and that wishes to assure receipt of any changes or additional materials related to this IFB, should immediately contact the Procurement Officer and provide the Prospective Bidder's name and mailing address so that addenda to the IFB or other communications can be sent to the Prospective Bidder.



The Caroline County Health Department

A State Agency Serving the People of Caroline County

Health Officer, Leland Spencer, M.D.

Deputy, Attilio J. Zarrella, Th.D

INVITATION TO BID

The Caroline County Health Department is accepting proposals for the purchase of One (1) 2016/2017 Gas Coach style Mobility vehicle based on the enclosed specifications.

Information, specifications, and bid forms are included in this *Invitation To Bid*.

Additional copies of this *Invitation to Bid* may be obtained by calling (410)-479-8035, or from The Caroline County Website <http://dhmh.maryland.gov/carolinecounty/Pages/Home.aspx> or from the eMaryland Marketplace website: <https://emaryland.buyspeed.com/bsa/login.jsp>
Refer to bid number CCHD-MATC-2016.

Bids must be received by the Procurement Officer/Deputy Health Officer by no later than 4:30p.m., May 20, 2016.

The bid will be awarded based on compliance to the specifications detailed in the following pages, the lowest bid price, and earliest guaranteed date of delivery after July 1, 2016.



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NOTICE TO VENDORS

Please return your comments with your response. If you have chosen not to respond to this Contract, please email or fax this completed form to the attention of the Procurement Officer (see the Key Information Sheet below for contact information).

Title: Mobility Coach

Solicitation No: CCHD-MATC-2016

If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

- ☐ Other commitments preclude our participation at this time.
- ☐ The subject of the solicitation is not something we ordinarily provide.
- ☐ We are inexperienced in the work/commodities required.
- ☐ Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- ☐ The scope of work is beyond our present capacity.
- ☐ Doing business with the State of Maryland is simply too complicated. (Explain in REMARKS section.)
- ☐ We cannot be competitive. (Explain in REMARKS section.)
- ☐ Time allotted for completion of the Bid/Proposal is insufficient.
- ☐ Start-up time is insufficient.
- ☐ Bonding/Insurance requirements are restrictive. (Explain in REMARKS section.)
- ☐ Bid/Proposal requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- ☐ MBE or VSBE requirements. (Explain in REMARKS section.)
- ☐ Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- ☐ Payment schedule too slow.
- ☐ Other: _____

REMARKS:

Vendor Name: _____ Date: _____

Contact Person: _____ Phone (____) ____ - _____

Address: _____

E-mail Address: _____



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The Caroline County Health Department (CCHD) KEY INFORMATION SUMMARY SHEET

Invitation for Bids: Mobility Coach

Solicitation Number: CCHD-MAT-2016

IFB Issue Date: **April 29, 2016**

IFB Issuing Office: CCHD – MA Transportation

Procurement Officer: Dr. Attilio J. Zarrella
Deputy Health Officer
403 S. 7th Street Denton, Md 21629
Phone: 410-479-8035 **Fax:** 410-479-0554
e-mail: attillio.zarrella@maryland.gov

Bids are to be sent to: Caroline County Health Dept.
Procurement Officer
403 S. 7th Street Denton, Md 21629
Attention: Dr. A. Zarrella

Pre-Bid Conference: There will not be a pre-bid conference

Closing Date and Time: **May 20, 2016 Local Time: 4:30pm**

Public Bid Opening: There will be no public bid opening



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eMarylandMarketplace

In order to receive a contract award, a vendor must be registered on eMM. Registration is free. Go to <https://emaryland.buyspeed.com/bsc/login.jsp>, click on "Register" to begin the process, and then follow the prompts.

Questions

Written questions from prospective Bidders will be accepted by the Procurement Officer. Questions to the Procurement Officer shall be submitted via e-mail to the following e-mail address: attillio.zarrella@maryland.gov

Please identify, in the subject line, the Solicitation Number and Title.

Questions are requested to be submitted at least five (5) days prior to the Bid due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Bid due date. Time permitting, answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors that are known to have received a copy of the IFB in sufficient time for the answer to be taken into consideration in the Bid.

Bid Timeline

Bids must be received by the Procurement Officer at the address listed on the Key Information Summary Sheet, no later than **4:30pm** Local Time on **May 20, 2016** in order to be considered.

Requests for extension of this time or date will not be granted. Bidders mailing Bids should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Bids received after the due date and time listed in this section will not be considered.

Bids may be modified or withdrawn by written notice received by the Procurement Officer before the closing time and date.

Bids submitted by e-mail or facsimile must be followed up with a phone call to assure receipt at the CCHD. If mailed, we strongly encourage vendors to send their paper bid using *Registered, Return Receipt* options.

Vendors not responding to this solicitation are requested to submit the "Notice to Vendors" form, which includes company information and the reason for not responding (e.g., too busy, cannot meet mandatory requirements, etc.). This form can be found on page 3 immediately following the *Invitation to Bid* Page.

Award Basis

The bid will be awarded based on compliance to the specifications detailed in the following pages, most agreeable bid price, and earliest assured date of delivery after July 1, 2016.



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BID AFFIDAVIT

AUTHORITY

I hereby affirm that I, _____ (name of affiant) am the _____ (title)
and duly authorized representative of _____ (name of business entity) and
that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

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Vehicle Specifications Follows



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Vehicle Specifications:

2016 OR 2017 FORD E350 5.4L GAS ELKHART COACH ECII
8 PASSENGERS + 4 WHEELCHAIRS or 12 PASSENGER + 2 WHEEL CHAIRS

Chassis And Body Features:

FORD E350 CUTAWAY DUAL REAR WHEELS
5.4L V8 GASOLINE ENGINE
12,500 GVWR
158" WHEELBASE
285" BODY
OXFORD WHITE EXTERIOR
ELECTRONIC 5 SPEED AUTOMATIC TRANSMISSION
IN DASH HEATER AND AIR CONDITIONING
AUXILIARY FUEL PORT
50-STATE EMISSION
SHUTTLE BUS PRE PACKAGE:
 FRONT LICENSE PACKAGE
 HEATER ENGINE BLOCK
 FRAME PUCKS (ISOLATORS)
HEAVY DUTY AUXILIARY DUAL BATTERIES
40 GALLON FUEL TANK
225 AMP ALTERNATOR
HEAVY DUTY ENGINE COOLING PACKAGE
CHROME FRONT BUMPERS AND GRILLE
DUAL ELECTRIC HORNS
DRIVER AIR BAG
HEAVY DUTY SUSPENSION
POWER STEERING AND BRAKES
LT225 / 75RX 6E B TIRES
DUAL BEAM HEADLIGHTS
INSULATED ROOF AND EXTERIOR WALLS
MOR-VIEW RIGHT SIDE CAB WINDOW
REAR ABS FENDER FLAIRS
POWDER COATED REAR STEEL BUMPER
REAR MUD FLAPS
ENTRANCE DOOR AND DRIVER MODESTY PANELS
DUAL DRIVESHAFT GUARDS
FRONT ENTRY DOOR ASSIST HANDLES
FULLY WELDED UNITIZED STEEL CAGE BODY STRUCTURE
UNDERCOATING
DRIP RAIL OVER PASSENGER WINDOWS AND ENTRY DOORS
COLOR AND FUNCTION CODED WIRING HARNESS
LAMINATED STEEL REINFORCED COMPOSITE CONSTRUCTION
MASTER ELECTRONIC PRINTED CIRCUIT BOARD CONTROL PANEL
EMERGENCY SIDE EGRESS WINDOWS
STYLIZED ABS REAR TRIM
91" INTERIOR WIDTH AND 77" HEADROOM
LARGE 36"X36" T-SLIDER WINDOWS
SINGLE PIECE SEAMLESS FRP ROOF



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Additional Features:

BACK UP ALARM
EXHAUST REROUTE TO STREETSIDE
DIAMOND PLATED DRIVER SIDE RUNNING BOARD
FAST IDLE
FRONT MUD FLAPS
STAINLESS STEEL WHEEL INSERTS
RAISED FLAT FLOOR
WHITE STEP NOSING
GRAY RUBBER ON ENTIRE FLOOR WITH 17" AISLE
GRAY AUTO CLOTH CEILING
36" WIDE FRONT ELECTRIC ENTRY DOOR
EXTERIOR KEY SWITCH
36" REAR ENTRY DOOR WITH TWO (2) WINDOWS AND DOOR AJAR BUZZER
65K BTU REAR HEATER
60K BTU ACT AIR CONDITIONING SYSTEM
SONY AM/FM/CD/CLOCK RADIO WITH (4) INTERNAL SPEAKERS
ADDITIONAL INTERIOR GRAY 4" COURTESY LIGHT
EXTERIOR HOODED LIGHT AND
OVERHEAD STORAGE IN FRONT CAP
FIBERGLASS SKIRT
FIBERGLASS SKIN
FRONT ENTRANCE GRAB RAILS PARALLEL TO STEPS ON BOTH SIDES
CEILING GRAB HANDLES ON BOTH SIDES
MODESTY PANEL WITH STANCHIONS BEHIND DRIVER
10-UNIT SAFETY KIT, 2.5 LB FIRE EXTINGUISHER AND TRIANGLES
ROSCO EXTERIOR MANUAL MIRRORS
6" x 16" INTERIOR FLAT MIRROR
PRIORITY SEATING, WATCH YOUR STEP
AND INTERNATIONAL WHEELCHAIR SYMBOL DECALS
INTERLOCK FOR WHEELCHAIR LIFT
DOUBLE WHEEL CHAIR DOOR WITH ONE (1) WINDOW, INTERIOR LIGHT,
TWO (2) EXTERIOR LIGHTS, DOOR AJAR ALARM, EXTRA AXLE LEAF SPRING
FOUR (4) STORAGE POUCHES
FOUR (4) Q-STRAINT "QRT" MAX SYSTEMS WITH "L" TRACK
BRAUN CENTURY WHEELCHAIR LIFT WITH LIFT BELT (1,000 LBS)
FREEDMAN SHIELD RECLINING DRIVER SEAT WITH RIGHT ARM REST
TWO (2) DOUBLE 3-STEP AM FOLD AWAY SEATS
FOUR (4) DOUBLE MID-HIGH RIGID SEATS
SIX (6) TOP MOUNTED ANTIVANDAL GRAB HANDLES
SIX (6) FLIP-UP ARMRESTS
TWELVE (12) RETRACTABLE LAP BELTS

ALL FORD REBATES BACK TO VENDOR

*** A Floor plan is welcomed, but is not required.

BID PAGE FOLLOWS



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BID PAGE

The Bid shall contain all price information in the format specified on this page.

Do not amend, alter or leave blank any items on the Bid Form.

Failure to adhere to any of these instructions may result in the bid being determined non-responsive and rejected by the Caroline County Health Department.

ITEM: 2016/2017 FORD E350 5.4L GAS ELKHART COACH ECII
8 PASSENGERS + 4 WHEELCHAIRS or 12 PASSENGER + 2 WHEEL CHAIRS

FORMAL BID:..... \$ _____

Guaranteed Delivery Date (immediately following July 1, 2016): Month:_____ Date:_____ Yr: 2016

Submitted By:

Authorized Signature:_____ Date: _____

Printed Name and Title:_____

Company Name: _____

Company Address: _____

(City/State): _____

FEIN: _____ eMM #: _____

Telephone: (_____) _____ -- _____ Fax: (_____) _____ -- _____

E-mail: _____